

# **SEATTLE-KING COUNTY ADVISORY COUNCIL ON AGING AND DISABILITY SERVICES**

## **BYLAWS PREAMBLE**

The Seattle-King County Advisory Council on Aging, mandated by the Older Americans Act of 1965, as amended (304) [c] 141 E), was established by an Interlocal Agreement among the City of Seattle, King County and the United Way of King County (which entities may be referred to as the Sponsors) as the Advisory Council to the Seattle-King County Division on Aging. This Division on Aging, Department of Housing and Human Services, City of Seattle is the designated Area Agency on Aging for the Seattle-King County Planning and Service Area (PSA), pursuant to the Title III of the Older Americans Act of 1965, as amended. In 1998, the name of the Division on Aging was changed to Aging and Disability Services. In recognition of the name change and broadened scope of the population for whom services are provided, the name of the Advisory Council has been changed to the Seattle-King County Advisory Council on Aging and Disability Services and these Bylaws are amended as hereafter set forth.

## **ARTICLE I**

### **Responsibilities of the Advisory Council**

The Advisory Council shall elect officers, establish necessary committees and adopt rules and regulations for the conduct of its affairs and performance of its functions. Major responsibilities of the Advisory Council are to:

- A. Serve as an advocate body on behalf of all the elderly and adults with disabilities who reside in King County, with special emphasis on the needs of those elderly and adults with disabilities who are in greatest social and economic need.
- B. Sponsor and conduct public hearings, conferences, and other meetings designed to obtain and publicize information related to the problems, needs, accomplishments and interests of the elderly and adults with disabilities.
- C. Sponsor and conduct all official Area Plan public hearings.
- D. Advise Aging and Disability Services in the development of the Area Plan and its annual amendments by:
  - 1. Reviewing and commenting on policies related to the manner by which Aging and Disability Services will serve the needs of the King County elderly and adults with disabilities, especially those in greatest social and economic need. This includes policies related to the allocation of funds;
  - 2. Reviewing and commenting on Area Plan goals and objectives;

3. Reviewing and commenting on the allocation of funds to specific areas of service.
- E. Advise Aging and Disability Services in its administration of programs under the Area Plan by:
1. Establishing and monitoring task forces and program committees related to the development and implementation of Aging and Disability Services' policies and public positions;
  2. Reviewing and approving Aging and Disability Services, plan for involving the Council in the implementation of the annual Area Plan objectives;
  3. Assisting in the assessment and evaluation of programs.
- F. Provide for two representatives from the Council to serve on a screening committee for the selection and hiring of the Director of Aging and Disability Services.
- G. Assist the Director of Aging and Disability Services in the selection process for professional positions.
- H. Assign to the chair and a second representative of the Council, appointed by the Chair, responsibility for attending Sponsors' meetings as non-voting participants.
- I. In accordance with its responsibility for advocacy as set forth in Article 1, the Council may consider addressing issues brought to it by an individual Council member or any member of the public. These issues may be outside the scope of those brought to the Council by the Director of Aging and Disability Services. Such request to the Council for consideration should be made by summary memorandum submitted to the Chair.

## **ARTICLE II**

### **Responsibilities of Advisory Council Members**

It shall be the responsibility of each member of the Advisory Council to participate actively in the work of the Advisory Council by:

- A. Regularly attending monthly meetings of the Council.
- B. Notifying designated Aging and Disability Services staff if unable to attend a regular monthly meeting.
- C. Serving on at least one of the Council's committees and/or task forces.
- D. Attending Advisory Council-sponsored hearings and other special events.

**ARTICLE III.**  
**Composition of the Advisory Council**

The Seattle-King County Advisory Council on Aging and Disability Services shall be composed of twenty-seven (27) members: one-third (9) to be appointed by the Mayor, City of Seattle, and confirmed by the City Council; one-third (9) to be appointed by the King County Executive, and confirmed by King County Council; and one-third (9) appointed by the Chairman of the Board of United Way of King County, and confirmed by the Board of United Way. One of the nine persons appointed by the Mayor, City of Seattle, and one of the nine persons appointed by the King County Executive, shall be a locally-elected official. Such officials must be elected and serving within the boundaries of King County.

- A. Council members are expected to evince impartiality and objectivity in participating in the work and decisions of the Council. The appointing entities will take into consideration indications of possible conflict of interest such as could be held by board members and employees of agencies that are under contract to Aging and Disability Services.
- B. At least 51% of the membership shall be 55 years of age or older.
- C. Membership shall include representation of persons of color, persons with low incomes, and persons with disabilities.
- D. Each appointed member shall serve for a term of two years. A member may serve a maximum of three consecutive two-year terms, except those members filling vacancies created during unexpired terms which unexpired terms shall not be included in the maximum term of service.

**ARTICLE IV**  
**Election of Officers**

- A. At the annual Council meeting, the Council shall elect from its membership a Chair, Vice Chair, Secretary-Treasurer, and one Officer at Large. Terms of office shall be for one year and no person may serve more than two (2) consecutive terms in the same office.
- B. At the annual Council meeting, a Nominating Committee of three (3) Council members (one from each Sponsoring Body) shall be elected by majority vote of its membership present by written ballot. All nominations for the Committee shall be made from the floor and shall consist of at least two (2) Council members from each Sponsoring Body. The Nominating Committee shall present in writing at a regular Council meeting a slate of candidates for officers two months prior to the Annual Council meeting. At the regular Council meeting held the month prior to the Annual Council meeting, nominations from the floor will be accepted and such nominations shall be added to the slate of candidates for officers. For any given office, if more than one candidate is nominated, a written ballot shall be employed.

**ARTICLE V**  
**Duties of Officers**

- A. The Chair shall preside at all meetings of the Council and shall call special meetings when necessary with prior notice given to all Council members. The Chair or his/her designate shall sign all official documents. The Chair shall give an annual report of Council activities to the Council and the Sponsors of Aging and Disability Services.
- B. Unless otherwise specified, the Advisory Council Chair shall appoint Chairs of all Council committees and task forces and shall serve as an ex-officio member of all standing and program committees except the Nominating Committee and of all task forces. The Chair or designee may appoint persons from the community to serve as non-Council members on the Outreach/Advocacy Committee, program committees and task forces. The Chair shall be responsible for seeing that the work of all standing, program committees and task forces is coordinated.
- C. The Vice-Chair shall preside in the absence of the Chair and shall perform such other duties as may be assigned by the Chair.
- D. The Secretary-Treasurer shall be responsible for seeing that complete files of all correspondence sent and received by the Council are kept, and shall report on such correspondence to the fall Council. In addition, the Secretary-Treasurer shall be responsible for seeing that accurate minutes of the Council meetings are kept, shall sign said minutes, and shall perform such other duties as may be assigned by the Chair.
- E. The Officer at Large shall be responsible for overseeing and/or undertaking such tasks and responsibilities as assigned by the Chair.

**ARTICLE VI**  
**Committees and Task Forces**

- A. Standing Committees. Standing committees are needed in order for the Advisory Council to conduct its ongoing business. The Council Chair shall appoint the Chairs of the standing committees from members of the Council, and members of the committees will be selected by the Council Chair in consultation with the committee Chairs based on the expressed choices of the Council members and the number of persons on the committees. Except for the Planning & Allocations Committee, the Chairs of the standing committees may select persons from the community to participate as non-Council members; however a majority of the members of standing committees shall be members of the Council. Standing committees shall be staffed by the Aging and Disability Services. Standing committees shall submit reports, including recommendations, to the Council.

The standing committees of the Advisory Council are:

1. The Nominating Committee (see Article IV).
  2. The Executive Committee shall be chaired by the Council Chair and shall include the officers of the council, standing committee and task force chairs and one at-large member appointed by the Council Chair. Such committee shall meet at least quarterly and whenever necessary to implement the work of the Council and shall plan and evaluate the program section of the Council monthly meetings. It shall review the Council's work plan and shall forward such work plan to the full Council for approval.
  3. The Planning & Allocations Committee shall consist of 7 members of the Advisory Council. Six members of the Committee (2 from each of the appointing Sponsors) shall serve 2-year terms. In addition, the Council Chair shall serve on the Committee as an ex-officio member. The Committee shall guide Aging and Disability Services' planning and allocations work. The Committee shall develop recommendations to the Advisory Council, which in turn makes recommendations to the Sponsors regarding goals, policies, objectives and allocations. The Committee will collaborate with Aging and Disability Services staff on planning efforts. The development of allocation recommendations remains the prerogative of the Committee.
  4. The Outreach/Advocacy Committee shall attempt to educate the community as broadly as possible concerning the needs of the elderly and disabled adult residents of King County, Washington, as well as the programs and services maintained by Aging and Disability Services. The Committee may, for example, oversee dissemination by Aging and Disability Services of written materials, coordinate public service announcements to the media, and sponsor community forums.
- B. Subcommittees. To facilitate the work of standing committees, subcommittees may be established. Such subcommittees shall be appointed by the Chair of the appropriate standing committee from its own membership. The Council Chair may appoint persons from the community to participate as non-Council members of subcommittees; however, a majority shall be Council members. Such subcommittees shall submit reports, including recommendations, to the appropriate standing committee.
- C. Program Committee and Task Forces. Program Committees and Task Forces may be created by the Council as needed to develop, study, recommend and implement Aging and Disability Services objectives and to enhance the programmatic work of Aging and Disability Services. Such committees and task forces may examine and make recommendations to the Council for action concerning issues of ongoing importance and concern or may be appointed by the Council to examine new areas of service and interest. If no longer timely, the work of existing bodies may be ended upon committee or task force recommendation and approval of the Council. Chairs of program committees and task forces shall be appointed by the Council Chair from the

members of the Council. Members of the program committees and task forces may include the community-at-large. Such program committees and task forces shall submit reports, including recommendations, to the Council.

## **ARTICLE VII**

### **Meetings**

- A. The Council shall meet at least once each month at such time and place as the Council Chair shall designate, and meetings shall be open to the public.
- B. Special meetings or executive sessions may be called at the discretion of the Council Chair or in response to a request by six (6) or more members of the Council.
- C. The annual meeting of the Council shall be held at a time and place established by the Executive Committee.
- D. A majority of the members of the Council shall constitute a quorum for the conduct of business.

## **ARTICLE VIII**

### **Conflict of Interest**

Any Council member having or appearing to have a conflict of interest may speak to the matter at issue but shall abstain from voting on the matter at issue; the abstention shall be noted in the minutes.

## **ARTICLE IX**

### **Amendments**

Amendments to the bylaws shall be adopted by the Council at a regular monthly Council meeting, subject to a two-thirds affirmative vote of the members of the Council in attendance. Such amendments shall be submitted in writing to Council members at least 30 days prior to the meeting at which the amendments are to be acted upon.

## **ARTICLE X**

### **Procedures**

Procedures not otherwise covered in these bylaws, or in the rules subsequently adopted by the Council, shall be in accordance with Roberts Rules of Order, Revised.

BYLAWS AS REVISED AND APPROVED BY A VOTE OF THE SEATTLE-KING COUNTY ADVISORY COUNCIL ON AGING AND DISABILITY SERVICES ON December 11, 1998 by Nancy H. Edquist, Chair